

# **LITTLE HOOVER COMMISSION**

Seeks an Experienced and Exceptional  
Management Professional  
to Serve as

## **EXECUTIVE DIRECTOR**



<http://www.lhc.ca.gov>

### ***The Little Hoover Commission is in search of an Executive Director...***

The Little Hoover Commission serves a unique and essential role in helping elected leaders make California state government more responsive to the public interest. Formally known as the Milton Marks Commission on California State Government Organization and Economy, the Commission has a broad mandate to review policies and programs within the executive branch and make recommendations to the Governor and the Legislature that will improve efficiency and effectiveness.

The Commission is bipartisan and its members are appointed by the Governor and the legislative leadership. The Commission is independent of the executive branch and Commissioners exercise that independence in selecting subjects to be examined, in publicly scrutinizing current policies, and in publishing their conclusions.

For more than 40 years, the Commission has provided an invaluable and public forum for the review of state government. Through public deliberations and well-reasoned analysis, the Commission has shaped the goals of state policy, the organization and structure of state agencies, and the management practices that result in essential services to Californians.

The Executive Director provides day-to-day leadership to all of the Commission's efforts. The Executive Director is appointed by – and is directly responsible to – the 13-member Commission. To lead the nine-person staff and guide the Commission's public review and deliberations, the Executive Director should possess the following skills, knowledge and abilities:

- ***Knowledge of state government.*** The Executive Director must have a good understanding of both public policy issues and the internal operations of state government. The Commission's analysis and recommendations are grounded in both research and practical experience.
- ***Skills to manage and motivate Commission staff.*** The Executive Director must be able to manage all of the activities associated with an independent state agency. And in particular, the Executive Director must be able to lead a small staff of civil service professionals in all of the activities that support the Commission's work, including its public process, research and writing of reports, and the public presentation of the Commission's conclusions.
- ***Ability to guide a diverse commission.*** The Little Hoover Commission is unique in that politically diverse citizens participate in a public process with the goal of reaching shared conclusions. The Executive Director must be capable of guiding appointed Commissioners through the public review and deliberative process to derive agreed-upon recommendations.
- ***Ability to be politically neutral and outcome-oriented.*** While the Commission is designed to bring diverse views together, the Executive Director and the staff must provide rigorous fact-based analysis. The Executive Director must be nonpartisan and have the confidence of public and legislative Commissioners from both parties.
- ***Ability to be an articulate communicator.*** Internal communications guide the Commission's inquiries and deliberations. External communications project its conclusions to the public and public officials. The Executive Director must be able to articulate information and ideas – in writing, in person, in testimony and in compelling ways.

The Executive Director has overall responsibility for:

- Organizing public hearings and other meetings of the Commission and assisting the chairman and the members of the Commission in the discharge of their duties.
- Directing research and information gathering in support of the Commission's public review process and published reports.
- Guiding, reviewing and editing all documents and reports produced for and by the Commission.
- Executing communication strategies to build public awareness of the Commission's activities and conclusions among state officials, interest groups, civic organizations and the general public through mass media.
- Representing the Commission at meetings involving federal, state and local governmental agencies, civic and public organizations, and testifying at legislative committee hearings.
- Communicating and encouraging the implementation of Commission recommendations.
- Working with the Department of Finance and legislative committees to determine the Commission's annual budget and managing fiscal resources in compliance with regulations and to support the best possible outcomes from Commission activities.
- Working with personnel and other control agencies to manage employees in compliance with civil service and other regulations.
- Performing such duties and functions as may be requested by the chairman or members of the Commission.

## **The Little Hoover Commission**

### **...provides citizen and public oversight.**

Commissioners are appointed by the Governor and the legislative leadership and are unpaid. As an institution, the Commission is bipartisan and independent. Through a public and deliberative process these citizens scrutinize government programs and policies and make recommendations for improvement.

### **...drives a performance agenda.**

The Commission consistently focuses on ways to accomplish more with the same or fewer resources. An essential aspect of the Commission's independence is its ability to select which programs and policies it will review. While the Commission largely sets its own agenda, the law requires it to review plans proposed by the Governor to reorganize departments or functions. The Commission's reviews are predicated on the potential for forceful leadership, clear and measurable goals, and the strategic pursuit of priorities to drive performance.

### **...provides a fair and open study process.**

The Commission acknowledges that its public trust is to be an independent voice informed directly by other Californians. The Commission's study process includes public hearings to gather testimony to discuss issues with experts and interested parties. For most projects, the Commission establishes an advisory committee of experts, advocates and stakeholders and holds meetings to better understand policy issues from various perspectives.

**...develops practical and research-based reforms.**

Commission studies culminate in reports that are sent to the Governor and the Legislature and government officials and stakeholders that may be impacted by the recommendations. Recently the Commission completed major reviews of parole policies, the CALFED Bay-Delta Program, public health and the state's management workforce. Each report contains methodical and practical steps that research indicates would result in improved outcomes, such as lower crimes and fewer premature deaths.

**...gets results.**

To advance its recommendations, the executive director and senior staff meet with legislative and executive branch officials and stakeholders. They publicly present the Commission's work – appearing before associations, local government agencies and legislative committees. Many Commission recommendations result in legislation.

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**Compensation:** The Executive Director's salary is set by the State Department of Personnel Administration and ranges from \$8,387 to \$9,072 per month. In addition, a full complement of retirement and health benefits are provided.

**Applications:** To be considered for this position, please submit a letter of interest, a resume and three work-related references to:

Little Hoover Commission  
925 L Street, Suite 805  
Sacramento, CA 95814

For further information about the position, please contact Sherry Robyn at (916) 445-2125. For more information about the Little Hoover Commission, visit [www.lhc.ca.gov](http://www.lhc.ca.gov). Resumes will be reviewed and the most qualified candidates will be invited for an interview. Only those who are considered for a final interview will have references checked.